

Best Practices for Creating SMART Table™ Activities



Before you begin

- Gather 10–15 related images (PNG or JPEG file format) for your activity
- Save your images in a clearly marked folder that is easy to find
- [Download](#) the Story Stage, Narrow It Down and Image Reveal applications from the SMART Exchange™ online community to your desktop if you want to use these applications in your activity pack
- Install the new applications on the SMART Table™ interactive learning center prior to opening the activity pack on it

Incorporating activity elements

Follow these guidelines to include multimedia elements in your activities.

TIP: Think in terms of 360 degrees. Children will be looking at the images on the table from all four sides.

Backgrounds

- Backgrounds must be 800 x 600 pixels or 1024 x 768 pixels. You can export backgrounds from SMART Notebook™ collaborative learning software or any graphics program at this ratio.
- You can find ready-made backgrounds on the SMART Exchange by typing background in the search box, and then clicking Images

Images

- Images from the SMART Exchange are already the right size for use with any SMART Table application
- You must have Internet access to use the SMART Table Toolkit Gallery. The SMART Table Toolkit Gallery connects to the SMART Exchange, not the Gallery on your computer.

Resizing and importing images

You can use the following free programs to resize images:

Microsoft® Windows® computer

- [Paint.NET®](#) software
- [GIMP software](#)

Mac® computer

- [Acorn](#)
- [Pixelmator](#)
- [Seashore](#)

- For Hot Spots, Hot Spaces and Multiple Choice activities, resize images so that the longest edge of each image is 150 pixels (the image editing program automatically resizes the shortest edge)
- For Narrow It Down and Media activities, resize images so that the longest edge of each image is 500 pixels

Sound and media

- Sound files must be in MP3 or WAV file format. You can find a free sound file converter online at Zamzar.com
- Videos must be in AVI or WMV file format

Resource

- [SMART Table Activity Pack Planning Sheet](#) (PDF)
- [Creating a Background in SMART Notebook or Microsoft PowerPoint®](#) (video: Windows or Mac)
- [Adding backgrounds and images](#) (video: Windows or Mac)
- <http://exchange.smarttech.com/forum.html> (SMART Table virtual user group – scroll to the bottom of the page)

Session recordings:

- [April 2010 SMART Table virtual user group: Focus on Hot Spaces](#)
- [August 2010 SMART Table virtual user group: Back to School!](#)
- [November 2010 SMART Table virtual user group: Back to Basics](#)
- [January 2011 SMART Table virtual user group: Assistive Technologies and the SMART Table](#)